

**Solicitation SA005318 Request For Proposals (RFP) for
REGISTRAR SERVICES TO THE ISO 14001:2004 STANDARD FOR THE DEPARTMENT
OF PUBLIC UTILITIES**

**Information to be included in all Legislation authorizing
Entering into Contracts:**

The names of all companies bidding, or submitting an RFP or RFSQ

Advanced Waste Management Systems, Inc.
Perry Johnson Registrars, Inc.
The Registrar Company, Inc.
UL DQS, Inc.

The location by City and State of all companies bidding, or submitting an RFP or RFSQ

Buffalo Grove, IL	UL DQS, Inc.
Troy, MI	Perry Johnson Registrars, Inc.
Hixson, TN	Advanced Waste Management Systems, Inc.
Richardson, TX	The Registrar Company, Inc.

The status, Majority, MBE or FBE, of all companies bidding, or submitting an RFP or RFSQ

All of the offerors are located outside the Columbus Metropolitan Service Area and all are presumed to have Majority status. The EBOCO's Registered Business Directory was not accessible through Columbus.gov to verify if any of the companies is currently registered as an MBE or FBE. None of the offerors indicated MBE or FBE status with their proposal's CCCN discussions. One offeror, Advanced Waste Management, described itself as a "veteran owned small business".

A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.

The Department of Public Utilities ("DPU") DPU has developed and implemented an Environmental Management System (EMS) in accordance with the ISO 14001:2004 Standard. The Request for Proposal is for auditing and registration services from a Registrar so as to certify that the EMS conforms to the ISO 14001:2004 Standard. These services shall include:

- Initial Auditing of DPU's EMS and associated processes and services for conformance and registration to the ISO 14001:2004 Standard.
- Conducting two annual surveillance audits through the period of certification (3 years).
- Providing registration services.

[The RFP **PURPOSE AND SCOPE OF SERVICES** also included copious descriptive text, omitted here about DPU, its facilities and EMS coverage in order to assist the offerors with estimating overall scope. No additional services are requested within this descriptive text.]

A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

The Department envisions the above services to be provided over a three-year period on an as needed basis with modification at the beginning of each of Calendar Years 2015 and 2016 to fund work during that Calendar Year. Contract work in 2014 will start as soon as possible, pending legislation and Contract execution. Although the work will not be delivered in “phases”, the scope of services and costs in the second and third years will depend on the outcome of work in the first year. The Contract will be managed on a CY-basis, and it will end in December, 2016.

PROJECT SCHEDULE

(as advertised with the RFP’s **PURPOSE AND SCOPE OF SERVICES**)

Anticipated Award	April 11, 2014
Pre-Audit tasks	To be determined by Registrar
Pre-Assessment	September 2014
Initial ISO 14001:2004 Registration	
Audit	October 2014
Registration	By December 31, 2014
Annual Surveillance Audits	To be determined by Registrar in consultation with DPU

An estimate of the full estimated cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.

The Department envisions these services to be provided over a three-year period on an as needed basis. Based on pre-proposal estimates, the Department has budgeted \$60,000 for work on this Contract in 2014. Each task under this Contract will be scoped, scheduled, and budgeted prior to execution such that the year’s billing will not exceed the annual overall budget. Pending outcome of the first year’s Certification Audit, annual Surveillance Audits may be obtained for subsequent years, and modification for similar annual budgets will be sought for each of calendar years 2015 and 2016, and the full estimated cost of the Contract is \$110,000.